

I GRADE REQUEST

Work, which because of circumstances beyond the student's control, is incomplete, may be marked "I" (incomplete) with the appropriate dean's office permission.

"I" grades are only considered for approval when an extraordinary situation occurs at or after the university's deadline to resign for the semester, as specified in the Academic Calendar. In addition, the student must have completed at least 75% of course requirements, including homework, exams, submissions, or any other graded material, regardless of course modality. Under normal circumstances, the request for an "I" grade must be made prior to the final examination date for the course in which the "I" grade is being requested. It is the student's responsibility to promptly notify an authorized representative of their academic dean's office and provide appropriate documentation to support the "I" grade request. An approved "I" grade allows the student to make up coursework that was missed due to the extenuating documented circumstances. An "I" grade is given only upon receipt by the instructor of appropriate authorization from the student's academic dean's office. If authorization is not received, the instructor is to consider that the delinquent work is of failing quality, and an "I" grade is not to be given. A grade of "I" will be converted to "F" unless it is removed prior to the final date for resigning without a "W" in the next semester or session, excluding intersession, as published in the Academic Calendar. In extraordinary cases, the Chancellor may authorize that the "I" grade become permanent or may authorize an extension of time for removing the grade. A student may not repeat a course for which the LSU Eunice's grade of record is an "I."

I have read and understand the above information on requesting, receiving, and making up I grade(s).

I understand that failure to make up work in the last day to add classes in the next regular semester following the I grade was issued will result in the I grade being converted to a grade of "F".

Student Name

Address

Student ID#

City, State, Zip

Course & Section

Phone Number

Instructor

Dean

Date

Date

Briefly state reason for request and attach documentation if needed: